

## THE PUBLIC ASSISTANCE PROGRAM CHECKLIST

- ☐ Attend Applicants' Briefing
- ☐ Request for Public Assistance must be submitted to the State within 30 days from designation of disaster area
- ☐ In order for OEM to pass-through FEMA Public Assistance funds, it must have a signed agreement with each applicant. By entering into this agreement with State an applicant becomes a subgrantee. The form utilized for this purpose is the Public Assistance Contract and will be mailed to the applicant upon approval of Request (application)
- ☐ Attend Kick-off meeting and be prepared;
  - Prepare a list of all damages with the locations
  - All damage must be identified within 60 days of the Kickoff meeting. (If you are unsure of the damage, please discuss with you FEMA or State representative).
  - Have insurance policy available to FEMA review
  - Be prepared to discuss and identify circumstances that require a special review such as;
    - Insurance coverage's
    - Mitigation opportunities
    - Environmental safeguards
    - Historical preservation

The earlier these conditions are known, the faster they can be addressed, and they must be addressed before funding can be approved.

- ☐ Small projects will have the following backup material
  - Special consideration questionnaire
  - Pictures of the damaged site
  - Calculation worksheet
  - and if applicable:
    - Contracts
    - Leases

- ▶ Rental agreements
  - ▶ Summary sheets for; force account labor, equipment, materials and contracts.
- Sketch map, with location marked of the damaged site on required FEMA forms.
- FEMA forms are available to assist you in summarizing your costs and writing Project Worksheets (PWs) at:

<http://www.fema.gov/rrr/pa/process.shtm> or by request, from your FEMA or State representative.

- ☐ If completing work by contract, all contracts must be approved/ submitted to the State Public Assistance Officer for review.
- ☐ All Large PWs will be written by a FEMA/State Project Officer (PO). The applicant is responsible for filing project documentation. Large Projects should have summary sheets for; labor, materials, equipment and contract services.
- ☐ Work to be completed must be identified on the Project Worksheet.
- ☐ All work must be done prior to the approved project completion deadline (located on the first page of the approved PW) assigned to each PW. Should additional time be required to complete the approved work, a time extension request must be submitted (at least 2 months before completion date) to the GAR (State).
- ☐ Any significant change to PWs approved scope of work **must** be reported to State prior to starting work.
- ☐ Projects that are under \$54,100 (small projects) normally do not require a final inspection. OEM pays the PW based on the original FEMA-approved estimate. A payment request form is forwarded to the subgrantee for each PW at the time of FEMA approval.

- ☐ Partial payments are applicable to large projects only. After the Public Assistance Contract is in place, an approved PW has been issued by FEMA.
  - ▶ The subgrantee must submit a Payment Request form to the Financial Coordinator indicating the amount of the request and attach all the documentation that substantiates the claim (i.e. invoices, payroll records, etc.)
- ☐ Large PWs that have not received final payment will be reviewed quarterly by the State.
- ☐ A cost overrun on small PW's must be reported to OEM within 60 days of completing the last small PW in order to be considered for additional funding.
- ☐ Appeals may be filed on any determination made by FEMA or the State. All appeals must be submitted to this office (OEM) within 60 days from receiving written notice of the action you wish to appeal.
- ☐ Subgrantees expending \$500,000 or more in total Federal financial assistance in a fiscal year will be required to have an audit made in accordance with the Single Audit Act Amendments of 1996-OMB A133. A copy of the Single Audit must be submitted to OEM within applicable reporting time frames.
- ☐ Complete records and cost documents for all approved work must be retained for a period of three years from the date of submission of the final financial report for the closure of the applicant's grant. Refer to 44 CFR Part 13 Subparts C and D for Post-Award and After-the Grant requirements. Guidance pertinent to record retention can be found at 44 CFR part 13.42.
- ☐ Administrative Allowance is released to the subgrantee (applicant), upon final payment of the subgrantee project worksheets. The applicant is responsible of tracking documentation to support the administrative allowance monies. Examples of allowable Administrative Allowance costs are:

- Identifying damage
  - Attending the Applicants' Briefing
  - Completing forms necessary to request assistance
  - Establishing files and providing copies of documentation
  - Assessing damage, collecting cost data and developing cost estimates
  - Working with the State during project monitoring and final inspection
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- A Retainage will be held on large projects that were not completed when written, until a final site inspection is completed.
  - The applicant must submit a Statement of Documentation (SOD) upon final actual costs on large projects (not complete when written).
  - In order for OEM to close out an applicant, all Project Completion Reports (P.4) must be signed and submitted to OEM.

If you have any questions or concerns, please contact:

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